

Annual Revenue Grant Evaluation document 2018/19 for 2019/20 funding

Organisation

Project contact

If you require a copy of this form in large print, in an alternative format or you have any questions, please contact Leisure and Employment on 023 8028 5588.

Please note:

- All questions must be completed.
- No other documentation should be submitted with this document (additional information/documentation/evidence may be requested following assessment if required).
- All answer boxes expand to provide you with an opportunity to respond appropriately.
- Some questions have word limits for answers.
- Information provided will be made available to all Members of New Forest District Council (NFDC) and may be published on the Council's website.

Organisation

1. Please tell us about your organisation's key achievements this year. (Max. 500 words)

Please ensure this includes your success against those outcomes stated in your business plan and your review last year (if applicable). e.g. Programme of activities; Engaging target audiences (e.g. young people; older people and disabled people); Rural and other audiences that are hard to engage; Creative Learning / workshops; Volunteers; Organisational development.

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- 2.** Please tell us how your organisation and it's activities, services and programmes have contributed to the priorities within New Forest District Council's Corporate Plan. (Max. 500 words)

www.newforest.gov.uk/corporateplan

- 3.** What are the key deliverables for the organisations work in 2019/20? (Max. 500 words)

4. Excluding Trustees/Directors how many volunteers does your organisation have and how many of these joined your organisation during the last year?

Total volunteers

New volunteers

5. Do you employ any apprentices or have you offered any work placements during the last year. If so how many?

Apprentices

Work placements

- 6.a Please tell us about any challenges the organisation has faced this year and anything that has not gone so well. What strategies did you use to address these? (Max. 400 words)

- 6.b Do you foresee any challenges in the short or medium term and, if so, what are your plans to address them? (Max 400 words)

7. Please tell us about any significant changes that have taken place within the organisation this year.

This could include changes to the management board, staff, programme of activity etc.

8. What are the development or training needs identified by the organisation and how will they be fulfilled?

Organisation's finances

9. Please provide the actual financial information for your organisation based on the operating position for the financial year 2017/18.

Expenditure items	Budget (£)	Actual (£)	Income sources	Budget (£)	Actual (£)
Exhibition costs			NFDC grant		
Salary			Other statutory sector grant		
Advertising			Other (please specify)		
Rent					
Non domestic rates					
HLW					
Repairs / Maintenance					
Stationery / ICT					
Insurance					
Book keeping					
Audit / Accounts					
Consultancy					
Office equipment					
Other (please specify)					
Total			Total		

10. Please explain any significant variations from the original budget.

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11. In the year to date please identify performance and forecast out-turn.

Expenditure items	Budget (£)	Forecast (£)	Income sources	Budget (£)	Actual (£)
Commentary on current position			Commentary on current position		

12. Please provide the budget for your organisation in year 2019/20

Expenditure items	Budget (£)	Forecast (£)	Income sources	Budget (£)	Forecast (£)
Exhibition costs			NFDC grant		
Salary			Other statutory sector grant		
Advertising			Other (please specify)		
Rent					
Non domestic rates					
HLW					
Repairs / Maintenance					
Stationery / ICT					
Insurance					
Book keeping					
Audit / Accounts					
Consultancy					
Office equipment					
Other (please specify)					
Total			Total		

13. Please comment on the ability to deliver the above budget and any changes you wish to draw attention to from 2018/19. (Max 500 words)

Data protection

This Annual Revenue Grant Evaluation Document will be held electronically and in hard copy by New Forest District Council. The information you supply on the form will be used to contact you about the grant you have received.

It will be held with all other applications and Evaluation Documents submitted in the grant round for which you are applying in accordance with our retention policy, and will be accessible on the Council's intranet.

Declaration

I declare that the information supplied in this document is true.

Signed
Print name
Date
Position in organisation
Contact telephone number
Email address

Please email your completed form to

Jamie Burton • Jamie.burton@nfdc.gov.uk

Or post to:

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Lyndhurst, Hampshire. SO43 7PA

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